



## Community Development Block Grant- Disaster Recovery Owner Occupied Rehabilitation and Reconstruction Document Checklist

We have compiled this checklist to help you gather these important documents. Please note that at least one document is required per section. Your Disaster Recovery Specialist will let you know if any additional documents are required.

### Section I Proof of Identity:

- ☐ Current Driver's License
- ☐ Current Military ID
- ☐ State Issued Identification Card
- ☐ Permanent Resident Card
- ☐ Passport
- ☐ Passport Card

### Section II Proof of Ownership:

- ☐ Deed
- ☐ Property Record - *A copy of property record owner can be obtained from the town clerk in the municipality where the property is located for a nominal fee.*

### Section III Proof of Residency :

*This document must have the damaged property address*

- ☐ Connecticut Driver's License
- ☐ Federal Tax Return(s)
- ☐ Receipt of government benefits (e.g. social security received between September 2012 and May 2013)
- ☐ Vehicle Registration

### Section IV Proof Mortgage Payments are Current and paid to date:

- ☐ Mortgage Statement (current mortgage statement from your lender if applicable or statements or cancelled checks to show real estate taxes for the storm-damaged property are paid to date)

### Section V Proof Property Taxes are Current and paid to date:

- ☐ Paid Receipts
- ☐ Cancelled Checks
- ☐ Evidence of payment from escrow

# Checklist for your Application Packet Continued

## **Section VI Proof of Household Income for every eligible resident of the disaster- damaged property (i.e. 2012 IRS Tax returns)** *A copy of your return IRS For 4506 <http://www.irs.gov/> or 1-800-908-9946*

- ☐ 2012 IRS 1040\* Tax Return Long Form for each member of the household, along with a signed Certification of Income for the entire household.

*\*(If your 1040 form was lost or destroyed, then please gather the following form and figures, reflecting household income, along with a signed Certification of Income for the entire household:)*

- ☐ 2012 IRS Tax Return 1040EZor 1040A Form
- ☐ Wages, salaries, tips, etc.
- ☐ Taxable Interest
- ☐ Dividends
- ☐ Alimony (or separate maintenance payments) received
- ☐ Business income (or loss)
- ☐ Capital gain (or loss)
- ☐ Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold
- ☐ Taxable amount of individual retirement account (IRA) distributions  
(Includes simplified employee pension (SEP) and savings incentive match plan for employees [SIMPLE] IRA)
- ☐ Taxable amount of pension and annuity payments
- ☐ Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- ☐ Farm income (or loss)
- ☐ Unemployment compensation payments
- ☐ Taxable amount of social security benefits
- ☐ Other income (includes: prizes and awards; gambling, lottery or raffle winnings; jury duty fees

## **Section VII Proof of Insurance**

- ☐ Homeowners Insurance
  - Homeowners policy in place at time of storm and now
  - Homeowners coverage-hazard, contents, flood
- ☐ Flood Insurance NFIP
  - Flood insurance at time of storm and now
  - Flood insurance coverage-contents and/or structure

## **Section VIII Proof of Disaster Recovery Compensation**

- ☐ FEMA (registration number, structural damage award letters and amounts)
- ☐ Small Business Administration (SBA loan approved/received, amount, and application number)
- ☐ Filed insurance claim, amount received, deductible amount, Insurance Company Information , and lawsuits
- ☐ Any Other Assistance Received

## **Section IX Proof of Repair Reimbursement**

- ☐ Construction Contract / scope of work from a licensed contractor
- ☐ Repair and/or rehabilitation Invoices from a licensed contractor
- ☐ Receipts, Cancelled Checks/for any and all repair and/or rehabilitation work completed prior to the date of the application.